

The Research and Expertise Centre for Survey Methodology (RECSM) of the Universitat Pompeu Fabra (UPF) in Barcelona is offering the following position starting from November 1st, 2018:

Coordinator of RECSM

About RECSM

RECSM is a valuable resource of expert knowledge for people working with surveys in the academic, commercial, and public sectors. RECSM is a multidisciplinary center focusing on research in survey methodology, data analysis, and (quasi-)experimental research designs. It is formed of different research groups and researchers, who are part of the Department of Political and Social Sciences at the Universitat Pompeu Fabra (UPF) in Barcelona. The center organizes short courses and a summer school in survey methodology and data analysis.

Tasks

- Overall coordination of RECSM
- Supporting the directors of the institute administratively
- Organization and preparation of RECSM events (short courses, workshops, summer school)
- Fundraising
- Coordination of research visits of scientists and teaching visits of professors
- Management of website and social media content
- Please, notice that this is not an academic position

Requirements

- A university degree
- Professional experience in project management and fundraising
- Excellent written and spoken communication skills in English and Spanish
- Experience in public relations, science communication, and acquisition of sponsors
- Ability to work independently and pragmatically with high levels of motivation and inter-personal skills
- Creativity and endurance

What we offer

- Monthly gross salary: 1800 €; 30 hours per week
- There is the possibility to increase the number of hours (and proportionally the salary) according to RECSM necessity and the candidate interest
- The contract will be initially for a duration of 1 year, renewable
- We offer a responsible, interesting, and manifold position, room for creative participation in coordinating an established research center as well as a modern, international, and integrative working environment

Applications should be written in English, include your curriculum vitae and a letter of motivation where you also indicate what you think your tasks would be as a manager of a research institute (1 page, English).

Please, send your application to reccsm@upf.edu with the subject "Application RECSM coordinator". The deadline to receive applications is **October 5th 2018** (included). Evaluation begins immediately.